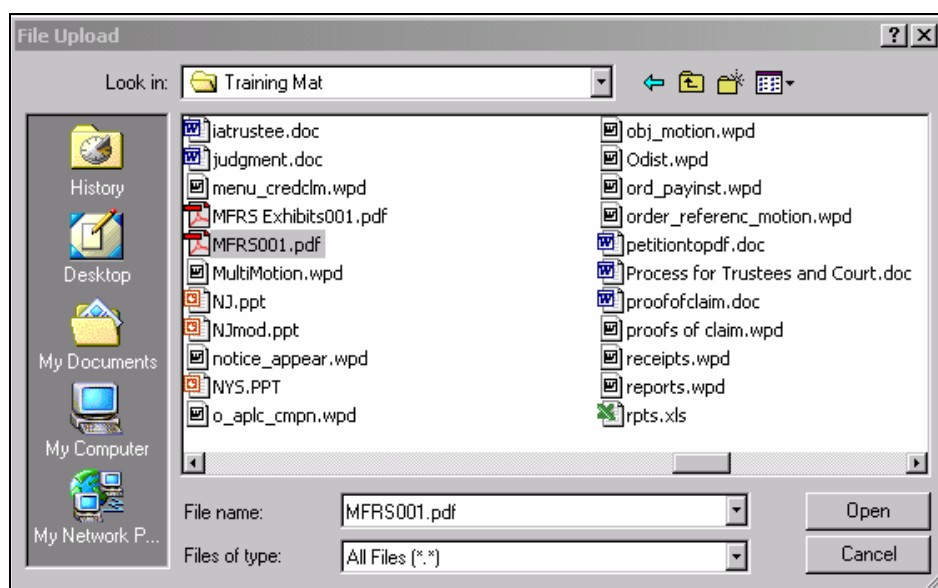
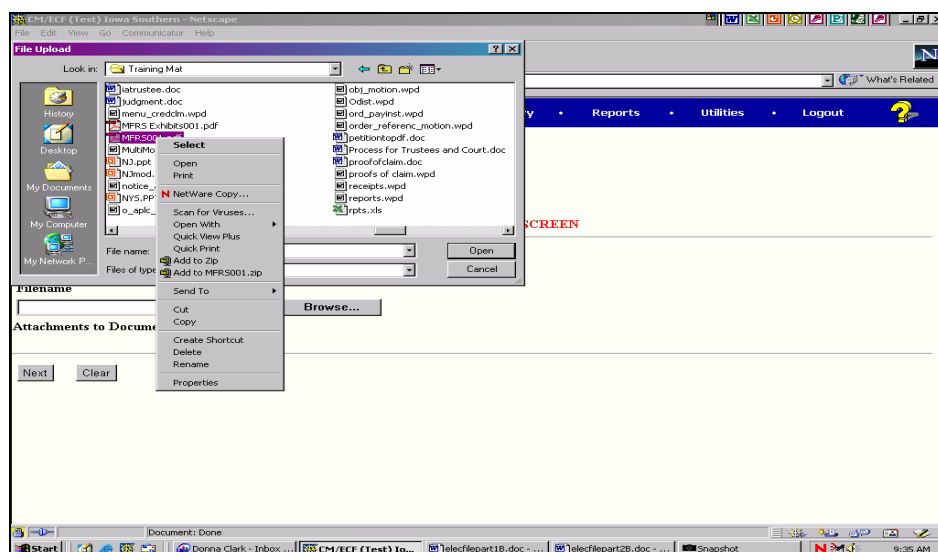


<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">User's Guide</p> <p style="text-align: center;">Part 1</p> <p>US Bankruptcy Court, Southern District of Iowa</p>	<p>Chapter</p> <p style="text-align: center;">Document Preparation</p>
	<p>Section</p> <p style="text-align: center;">Review of PDF Document Before Attachment</p>

Verify each PDF document BEFORE you attach it to the file. Locate the document and highlight with a single mouse click.



Right click on the file name with your mouse and select open.



This launches the Adobe Acrobat Reader and displays the contents of the imaged document.

Verify the document is correct.

Close or minimize the Adobe application if this is the correct file.

Click open on the File Upload dialogue box.

CAUTION: The PDF file for the motion is not the ATTACHMENT. The attachment is another supporting document, such as affidavits or exhibits.